

Municipal Services Commission Monthly Meeting  
April 22, 2021, 10:00 a.m.  
216 Chestnut Street New Castle, Delaware

The meeting was called to order at 10:00 a.m. with Dr. Roy Sippel, Commissioner, presiding.

Present: Dr. Roy J. Sippel, Commissioner, President  
Daniel F. Knox, Commissioner  
Pamela A. Patone, Secretary

Staff in Attendance: Mary Jane Stubbs, Treasurer/Human Resources Manager  
Tara French, Accounting/Customer Service Manager  
Jay Guyer, Manager, Water Department  
Scott Blomquist, Manager, Electric Department

Also in Attendance: Bill Barthel, City Administrator  
Mayor Michael J. Quaranta

Electric Vehicle Charging Stations

Ms. Patone updated the Commissioners on the March 25<sup>th</sup> meeting with representatives of the Planning Commission and HAC relative to electric vehicle charging stations, during which a presentation was made by SemaConnect. Three locations for the initial installation of charging stations have been identified: the 3<sup>rd</sup> Street Parking Lot, the 2<sup>nd</sup> and Chestnut Streets Parking Lot, and Library Parking Lot. DNREC has advised that definitive locations for charging stations is not necessary to qualify for the rebate program that expires on June 30<sup>th</sup>.

Mr. Barthel stated that City Council is in favor of moving forward to install charging stations at the locations tentatively identified by the Planning Committee, and to obtain additional charging stations before June 30<sup>th</sup> deadline to take advantage of the rebate program.

Mayor Quaranta stated that he is in favor of taking advantage of all options available. He recommended that a larger, more comprehensive strategy be developed encompassing the entire City that would include options for commercial and residential chargers as well as locations, fees and timing policies. He also recommended that all available resources be utilized to formulate that strategy. Relative to funding, he noted that funding may be available through DNREC.

Funding for charging stations is available until June 30, 2021, through a DNREC grant for 90% of the purchase price plus Green Energy funding for 10% of the purchase price.

**A motion to authorize the MSC to purchase eight (8) additional electric vehicle charging stations was made, seconded, and unanimously passed.**

Delmarva Gas 5-Year Plan

Ms. Patone presented City Council with the cost estimate of \$39M to convert electric, Comcast and Verizon aerial to underground. Additional cost estimates relative to the effect on rates and providing only the pathways have been provided to the Commission and Council as well.

Mr. Barthel noted that Delmarva will begin work within the next two-three months and that funding needs to be determined. Ms. Patone provided a breakdown of estimated costs for the five proposed

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MSC Phases. MSC's portion would be electric, and the City would participate in the cost for Verizon and Comcast.

Mayor Quaranta noted that support for the project has been expressed to him by a number of residents, and that investing in infrastructure is a smart choice for municipalities and government. He opined that the public should be provided with a breakdown of funding sources. He added that he was informed by Verizon that it does not have interest in partnering in the relocation of their lines underground.

Mayor Quaranta opined that City Council would be receptive to finding a solution for funding of the Verizon and Comcast portion, but added that public input should be a component of the issue.

Ms. Patone noted that City Council would have to approve any debt incurred by MSC and asked for comment. Mayor Quaranta opined that at this time there is insufficient data on funding resources and that he felt Council had not yet considered funding. Mr. Barthel concurred that Council had not had an opportunity to discuss funding, but opined that they are very serious about proceeding with the project.

Commissioner Knox noted that any funding will require a rate increase, and there are communities that will be paying for underground utilities in the Historic Area that will not benefit from the project. He added that he is not ready to commit to a large expenditure to accommodate a very small percentage of the rate-paying population.

During discussion it was suggested that information be provided to the general public. Commissioner Knox opined that the project could have a negative effect on the MSC 5-year capital plan. Ms. Patone suggested that a press release be prepared and that a community meeting to discuss the project be scheduled.

Data will continue to be accumulated and shared and the possibility of organizing a City/MSC community meeting will be explored.

#### Minutes

**A motion to approve the Minutes of the March 18, 2021, monthly meeting and executive session as presented was made, seconded and unanimously carried.**

#### Appointments and Elections

Ms. Patone noted that an election for the positions of President, Secretary and Treasurer, and appointment of members to various Boards was required.

#### Changes:

- Treasurer – Tara French
- DEMEC Board – Scott Blomquist

All other offices and agencies would remain the same. Per DEMEC request, Ms. Patone proposed that the DEMEC Board member change be effective with the DEMEC May 18, 2021 meeting and all other Officer and Board changes be effective immediately.

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**A motion to approve all appointments and elections as noted effective with the May 2021 Agenda was made, seconded and unanimously passed.**

Treasurer's Report – Ms. Stubbs reporting  
(See attached Report)

Operating cash	\$2,440,528.82
Escrow Meter Deposit/Petty Cash	\$ 699,828.49
Total Cash	\$3,140,357.31
Investments	\$1,258,189.16

Disbursements specifically noted:

- Appropriation to the City
- Winquest Power Systems – generator repair

**A motion to approve the Treasurer's Report as presented was made, seconded, and unanimously carried.**

Accounting & Customer Service Report – Ms. French reporting  
(See attached report)

Electric Department Report – Mr. Blomquist reporting  
(See attached report)

Mr. Blomquist reported on the following:

Developer Projects

- 90 Lukens Drive – MSC's processes for escrow and inspection were explained.
- Riverbend Subdivision – MSC responded to questions from Gemcraft relative to the project.

Capital Projects

- Van Dyke Village – work on the project has started, and they are currently at the intersection of Stuyvesant and 14<sup>th</sup> Street.
- Delaware Street – Urban Cable will complete the last two locations for Comcast. Verizon has not completed their FIOS work.
- System Undergrounding – MSC is working with Utility Engineers to keep the design moving. Estimated costs have been provided. The electric design does not follow Delmarva's plan, which will drive up costs. Estimates do not address street repaving.
- EV Chargers – The Trustees want only one EV charger at the 3<sup>rd</sup> Street parking lot at this time. It was determined that the Library parking lot is unsuitable for the installation of EV chargers. Ms. Patone will provide the list of additional suggested locations to Mr. Blomquist.
- 6<sup>th</sup> Street Traffic Light – An estimated cost for the service was provided to DelDOT.
- Wilmington Road Annunciator – The annunciator at Wilmington Road was installed and is operational.

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Capital Expenditures/Outages – There were no capital expenditures and no outages to report for the month.

Training – CPR/AED/First Aid and Forklift training were completed.

Inventory – Year-end Inventory was completed and there were no discrepancies.

Water Department Report – Mr. Guyer reporting  
(See attached report)

*Managers were thanked and excused from the meeting.*

Secretary's Report - Secretary Patone reporting

DEMEC –

Secretary Patone reported on the April 20, 2021, regular DEMEC meeting.

The Treasurer reported on the status of the \$35M Electric Revenue Bond refunding Series 2021 for the Beasley Power Station project. Strong participation in the Bond offering resulted in a favorable result with an approximate \$8.9M premium being paid, resulting in a lowering of maturity to 2026 and a lower coupon rate.

A Resolution for the Corporate Banking Authority was approved by the Board.

Auditors Baker Tilly presented the DEMEC audited Financial Statements for 2020. The result was an unmodified opinion and they were able to review some of the upcoming pronouncements.

Delmarva Power has the Middletown Transmission Line on their 2022 Capital Budget and DEMEC is pushing for it to be moved to 2021. The Engineer for Middletown suggested that they needed an emergency 138Kv dropped to the substation due to the increased demand from Johnson Controls and that has been addressed.

The Community Solar Legislation should exclude the municipalities and the co-op. Senator Hansen is in favor because the co-op and DEMEC already have existing community solar. The Legislation was presented without the exclusion, which was an error, and Staff will continue to monitor the issue.

AMI Projects for the community are underway. Financing can be obtained through DEMEC. Ms. Patone noted that it will be necessary to make a presentation to Council due to the debt being incurred.

DEMEC received two rate study quotes that will be reviewed.

Possibilities for broadband will continue to be explored.

The two parcels at 100 Artisan Drive identified as a linemen training yard have been purchased and the parcel is being readied.

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It was noted that many municipalities are having issues retaining line workers as the result of lower pay rates. DEMEC will explore the possibility of engaging with line workers through a centralized line worker program. Commissioner Knox noted that MSC has an opening for a line worker. Ms. Patone explained that a new hire was let go during the probation period and the decision was made to offer the position to the second choice candidate for the job. That individual accepted the position.

Old Business

Feasibility Study – Ms. Patone and Mr. Barthel will meet with GMB on April 29<sup>th</sup> and will provide a report at the May Commission meeting.

Charter Change – There is no update from City Council at this time.

Cross Connection Control Program and Manual Review – the Water Department is actively working on the Manual and the final Manual will be provided for approval as soon as possible.

Comcast Agreement as mentioned in Tara's Report is not yet complete. City Council is working on that negotiation with Comcast. MSC's requested changes were presented to Council by Mr. Barthel.

New Business

Organizational Chart Changes – With the retirement of the HR & Business Manager it was suggested to have a part-time remote payroll/benefits clerk position.

Announcement – Ms. Patone stated that she has secured a new position with Easter Seals and a job posting for the position of MSC General Manager went out in April to multiple sources to secure as many qualified candidates as possible.

Operating Budget Review – Commissioner Sippel asked to have the Operating Budget Review added to the Agenda relative to the underground utility project. Ms. Patone will include it as part of the Delmarva Power Gas Assessment.

Ms. Patone noted that the MSC Solicitor has reviewed all the Certificates relative to the DEMEC Bond Refunding. A Motion will be required to authorize the Officers to sign the Certificates on behalf of the MSC of the City of New Castle. Commissioner Knox clarified that the \$35M was for the second Beasley Unit.

**A motion to authorize the President and Secretary to sign Certificates on behalf of the MSC of the City of New Castle was made, seconded and unanimously passed.**

There being no further business from the floor, Secretary Patone called for a motion to move to Executive Session.

**A motion was made and seconded to move into executive session at 11:29 a.m. The motion was unanimously approved.**

Commissioners returned to general session at 11:50 a.m.

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A motion to approve the temporary part-time payroll/benefits clerk position was made, seconded and unanimously passed.

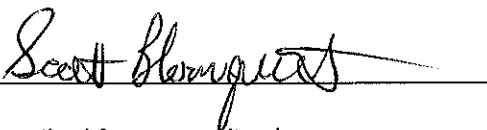
Next Meeting

Commissioners set the next monthly Board meeting to be May 20, 2021, at 10:00 a.m. Commission meetings will continue virtually via zoom.

Adjournment

A motion was made and seconded to adjourn the meeting. The motion received unanimous approval. The meeting was adjourned at 11:52 a.m.

  
Kathleen R. Weirich, Stenographer

Approved:   
(Minutes transcribed from recording.)

# **MUNICIPAL SERVICES COMMISSION**

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

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Office: 302-323-2330 Utility Building: 302-323-2333 Fax: 302-323-2337

## **Accounting & Customer Service Department Meeting Report**

**April 22, 2021**

**Prepared By: Tara French on April 15, 2021**

- **Billing / Customer Service**

The CSD continues to perform normal everyday functions of assisting customers and preparing consumption reports and monthly billing.

The CSD hired a new CSR1 and she has begun her front desk training.

- **Accounting**

Accounting provided Monthly Budget Reports by Group Summary by Department and in Total, the Investment Performance by Security and Portfolio Holdings by Account at March 31, 2021.

Accounting is preparing for the year end audit with fieldwork scheduled the last week in May. Inventory observation was performed on April 6, 2021.

Accounting reviewed the operating budget vs actual through March 31, 2021. The following line items were previously reported:

1. As previously discussed, the Pension expense accounts are expected to be overbudget for the year due to last year's funding not being increased timely.
2. Bad debt expense is overbudget due to the increase in accounts receivable as a result of the pandemic.
3. R&M Hydrants and Hydrant Valves are overbudget for the year due to unexpected repairs from the Spring Hydrant Flushing and a hydrant moved at Carrie Downie. The Water Department will reevaluate other budget line items and defer expenses. The Carrie Downie project was capitalized at March 31, 2021.
4. Online bill pay fees are overbudget due to more customers using online to pay as a result of the pandemic. However, bank service charges are down significantly due to the switch from MSC's previous online payment site to the new one and overall is underbudget.

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**April 22, 2021**

**Prepared By: Tara French on April 15, 2021**

5. R&M Meters and Services line item are overbudget due to unexpected replacement of several residential water meters and one large meter.
6. City Services Billing Water is overbudget due to improper software set up.
7. R&M Utility Building Electric is overbudget due to unplanned new carpet installation.
8. R&M Lines and Poles is overbudget due to the disposal of unusable lengths of cable which exceeded the amount of scrap money received.
9. Computer License/Support Water is overbudget due to the unforeseen event of a fluoride feed issue.

The loss of revenue analysis of electric, water and waived fees compared to last year are at an estimated loss of \$106,000. Overall the operating expenses are not expected to be overbudget for the fiscal year ended March 31, 2021.



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**ELECTRIC DEPARTMENT COMMISSION REPORT**

**April 22, 2021**

**Prepared by Scott Blomquist on April 15, 2021**

**1. Developer Projects:**

**a. 90 Lukens Dr:**

- I. Greggo and Ferrara reached out to Manager Blomquist regarding electric to a new building they plan to build at 90 Lukens Dr. Manager Blomquist explained the MSC's process regarding escrow and inspections. When they start the electrical design they will put their engineering firm in contact with the MSC.

**b. Riverbend Subdivision:**

- I. GM Patone Manager Guyer and Manager Blomquist had several calls regarding Gemcraft Homes purchasing Riverbend Subdivision. The management team was able to answer questions they had regarding the Electric and Water infrastructure currently installed and what would need to be installed. Plans were provided to Gemcraft and the property was purchased on 3/26/2021.

**2. Capital Projects:**

**a. Van Dyke Village:**

- I. The Electric Department has started back on this project. They are currently at the intersection of Stuyvesant and 14<sup>th</sup> St.

**b. Delaware Street:**

- I. Comcast assigned construction to Urban Cable to complete the last two locations.
- II. Verizon has not transferred the last location to the new underground

**c. System Undergrounding plan:**

- I. Manager Blomquist continues to work with Utility Engineers to get them information needed to keep design moving. We asked them to focus on the downtown area so we could provide estimated costs to Council. Utility Engineers provided estimated costs to install electric from The Strand through 4<sup>th</sup> St. Manager Blomquist added in costs to install Harmony St from 4<sup>th</sup> to 6<sup>th</sup>. The estimated cost for this is \$15,324,636.00 for the

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Electric. Manager Blomquist Estimated Verizon's and Comcast's costs based on the costs for Delaware St. Verizon was 92% of the Electric costs or \$14,098,665.12 and Comcast was 64% of the Electric costs or \$9,807,767.04. The total estimated cost is \$39,231,068.16

- II. The question was asked if the City only wanted to install a portion of the project how this could be done. The backbone of the design is Chestnut St. With this installed any one of the streets could be installed individually. These costs were broke down and provided to GM Patone.
- III. Electrically the undergrounding design doesn't work following Delmarva Gas's plan to upgrade the gas infrastructure. If we were to try to follow their plan we would have area's that pathway installed but no way to feed them or convert them until a later date and other areas were completed or we would have to do multiple parts of the install several times to supply the feed. This just drives the cost up.
- IV. The estimates provided do not address street repaving.

**d. EV Chargers:**

- I. GM Patone and Manager Blomquist attend a meeting with Sema Connect, the City, HAC, and the Planning Commission and discussed EV Chargers and the reason we purchased the one we did. The Planning Commission and HAC will determine appropriate locations for EV chargers around town.
- II. There has been discussion as to where the best location to place EV Chargers over the last month and how many to purchase. Manager Blomquist met with a representative from HAC to discuss the 3<sup>rd</sup> St Parking lot the Trust recently had constructed. When installing the electric service and lights on this project the MSC installed conduits to 3 locations that could be used if there was a desire to install EV chargers there. HAC is under the understanding the Trust wants to start by installing one charger at this location.
- III. Manager Blomquist met with HAC at several other locations. When HAC has determined which locations there is a desire to have chargers Manager Blomquist will create estimates for each location.

**ELECTRIC DEPARTMENT COMMISSION REPORT**

**April 22, 2021**

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- IV. HAC is also trying to come up with a plan to address residential EV charger installations in the historic area that the customer would be parking on the street. There is a public safety concern with cords over sidewalks and HAC concern with the appearance. Manager Blomquist believes that remote mounting a charger is possible and that a standard design that accomplishes the desire can be created to address this scenario when they come up.
  
- e. **6<sup>th</sup> St Traffic Light:**
  - I. The City has been working with DelDOT to get a new traffic light installed at 6<sup>th</sup> and Delaware St. Until recently there has been little involvement with the MSC. The plans show the MSC being responsible for the Electric service. Manager Blomquist prepared an estimated materials cost for the service. The estimated cost is \$850.00. As per the standard process the MSC will provide labor and equipment needed to install.
  - II. DelDOT was asking about changing the location of the service to a different pole. Manager Blomquist recommended placing the new service at the current service location as the pole they wanted to use is not in the best condition and may be able to be removed at the end of the project providing better aesthetics.
  
- f. **Wilmington Rd Annunciator:**
  - I. The annunciator at Wilmington Rd was installed and is operational.
  
- 3. **Capital Purchases:**
  - I. There have been no capital purchases over the last month.
  
- 4. **Operations:**
  - a. **Outages :**
    - I. There have been no outages over the last month
    - II. 4/01/2020 – 4/01/2021

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<b>SAIDI (minutes)</b>	<b>SAIFI (number of interruptions)</b>	<b>CAIDI (minutes)</b>	<b>ASAI (percent)</b>
53.5	0.46	114	99.98

SAIDI - is the average outage duration for each customer served.

SAIFI - is the average number of interruptions that a customer would experience.

CAIDI - gives the average outage duration that any given customer would experience.

ASAI - is the Average Service Availability Index.

**5. Repairs and Maintenance:**

**a. Wilmington Road Substation:**

I. The Electric Department performed the monthly inspection at this location.

**b. Dobbinsville Substation:**

I. The Electric Department performed the monthly inspection at this location.

**c. System:**

I. Electric Department personnel has completed tree trimming and pole change outs and is out working on projects.

**6. Safety:**

I. Daily tailgate sections are performed each morning.

**7. Training:**

I. The Electric Department attended CPR/AED/First Aid Training.

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**ELECTRIC DEPARTMENT COMMISSION REPORT**

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- II. The Electric Department attended Forklift Training.

**8. PJM GATS:**

- I. There have been no changes to the amount of SREC's approved by PJM. Manger Blomquist reached out to PJM via email with no response. Manager Blomquist continues to update the PJM Gats system with new meter reads each month.

**9. Inventory:**

- I. Yearend inventory was completed and went smoothly. The Auditors where onsite on April 6<sup>th</sup> they picked 40 items to check counts on. There were no discrepancies.

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## Water Department Commission Meeting Report

April 22, 2021

Prepared By: Jay Guyer on April 15, 2021

### 1. Developer Projects

#### A. Del DOT – SR 9 / SR 273 Delaware Street Railroad Crossing Safety Improvements

1. WUM Guyer is waiting on draft plans from Century Engineering to be submitted.

#### B. Delaware Street Repaving – City Project

1. The City has delayed final paving of Delaware Street until Spring 2021.

#### C. 6<sup>th</sup> and Delaware Street Traffic Light Replacement

1. WUM Guyer discussed DEL DOT's paving plan with GM Patone who followed up with City Administrator Barthel. During a follow up meeting, Del DOT Representatives agreed they would assume responsibility for paving of the entire intersection.

#### D. Delmarva Power 5 Year Gas Plan

1. WUM Guyer continues evaluating the Delmarva Power 5 Year Gas Plan for opportunities to coordinate water main cleaning / lining or replacement projects. WUM Guyer is developing estimated costs for cleaning / lining and replacement options for review and discussion with a focus on Phase 2 of the plans.

#### E. Riverbend Subdivision

1. WUM Guyer, EUM Blomquist, GM Patone and City Representatives had several phone calls with Gemcraft Representatives including their Attorney and Engineer to review the water and electric system requirements. Gemcraft's Attorney submitted a FOIA Request for all information related to the subdivision. After further discussion, MSC requested they better define the information being requested due to the time / costs associated with the request as presented. Copies of the approved water and electric plans were provided as requested. The sale of the subdivision was completed on March 26<sup>th</sup>. WUM Guyer and EUM Blomquist had a follow up conversation with their Engineer CEA Associates.

### 2. MSC Projects

#### A. Advanced Metering Infrastructure – American Municipal Power (AMP)

1. WUM Guyer has nothing to update on this project.

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## Water Department Commission Meeting Report

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Prepared By: Jay Guyer on April 15, 2021

### B. Cross Connection Control Survey

1. WUM Guyer is working revisions to our CCC Manual to make sure it aligns with the new regulations and to clarify testing requirements. WUM Guyer contacted City Building Official Jeff Bergstrom advising him of the new regulations, changes to our manual, and will forward a revised copy when available.

### C. PFAS Sampling - Vessel 2 Carbon Consumption

1. PFAS Sampling was completed on March 17<sup>th</sup>. Results received in March indicated the carbon in Lead Vessel 2 is continuing to be consumed with minimum break through into Lag Vessel 1. Results for water samples collected after Lead Vessel 2 for PFOA were 21 ppt and PFOS were non-detect. Results for water samples collected at 25% Lag Vessel 1 for PFOA and PFOS were non-detect. The next sampling is scheduled for April 14<sup>th</sup> with testing being performed at the Center for PFAS Solutions Lab on Quigley Boulevard. Carbon from the Acceptance Canister on our system was sent out to be tested and results indicated that the spent Carbon from Vessel #2 meets the parameters for reactivation and return for use if chosen. WUM Guyer and WUS Jaeger are researching the reactivation process including performance, cost savings, and timing. WUM Guyer and WUS Jaeger will evaluate the April 14<sup>th</sup> sample results when received and start planning for reactivation or carbon exchange.

### D. New Castle Little League Baseball Field – Water Service Upgrade

1. WUM Guyer provided an estimate for MSC to install the new water service to GM Patone who forwarded it to the Trustees. WUM Guyer and WUS Jaeger met with Trustee Tom Episcopo on site to discuss the estimate and scope of work. Trustee Episcopo requested WUM Guyer revise the estimate to include MSC performing the complete installation of the water service and forward to him when completed. WUM Guyer reminded Mr. Episcopo the Trustees will need to make the request to the Commissioner's to have MSC perform the installation. Installation would be scheduled for late July when Little League Season ends.

### E. Penn Farm House Renovation – Trustees

1. WUM Guyer and EUM Blomquist met with Representatives of Norwood Associates on site at the Penn Farm House to review plans and existing utilities. Norwood Associates, has been hired by the Trustees to design and renovate the Penn Farm House.

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Prepared By: Jay Guyer on April 15, 2021

### F. Van Dyke Village – Undergrounding Electric System

1. Water Operators will be working with the Electric crew on the underground electric project in Van Dyke when the project starts again. 3-4 Operators will be assisting with test excavations, trenching, conduit installation, backfill, clean up, and restoration.

### 3. Operations

#### A. Outages

1. There were no planned or unplanned water outages for the month of March 2021.

#### B. Reporting

1. ATSDR PFAS Testing in New Castle County – WUM Guyer has nothing to update on this item.
2. The Calgon Carbon Corporation (CCC) Pilot Study Test Skid Unit is collecting and transmitting daily data to CCC. The Unit is functioning as designed with no issues and MSC continues to collect bi-weekly PFAS samples. This Pilot Study was scheduled to end on March 31, 2021, however Adam Redding, Technical Director for CCC requested to continue the pilot study for an additional 6 months. WUM Guyer and WUS Jaeger discussed with GM Patone and it was agreed to continue supporting the study. CCC will continue reviewing the test data as the PFAS compounds are starting to break through the resins and carbons being used in the study. CCC also plans on testing an additional resin and carbon. Further evaluation and comparison of the results will be conducted as more data is collected.
3. WUM Guyer and WUS Jaeger completed updating the new Version 6.0 of the DRBC Annual Water Audit Report for 2020. The Report was filed with DRBC on March 31, 2021.
4. WUM Guyer and WUS Jaeger started downloading and updating the data and verbiage for the 2021 Consumer Confidence Report (CCR). The report is part of the Newsletter and needs to be distributed to our customers and a copy to the Office of Drinking Water by July 1, 2021.



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## Water Department Commission Meeting Report

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Prepared By: Jay Guyer on April 15, 2021

5. Water operators completed the year-end inventory counting on March 30<sup>th</sup> and 31<sup>st</sup>. Counts were submitted to Facility Person Jones for compilation. Discrepancies were reviewed and identified where possible. The auditors were on site April 6<sup>th</sup> for observation and check counts.
6. Delaware Legislature House of Representatives – House Bill 8 was introduced on March 11<sup>th</sup> as an act to amend Title 29 of the Delaware Code relating to Drinking Water. The act mandates the Department of Natural Resources and environmental Control and the Division of Public Health to establish maximum contaminant levels (mcl) for specific compounds found in drinking water supplies in the state. The specific contaminants include the PFAS compounds PFOA and PFOS.

### C. System Repairs and Maintenance

1. Riverbend Subdivision – Flushed March 19<sup>th</sup> and April 5<sup>th</sup> to maintain Chlorine Residual.
2. Monthly Meter Reading – Completed on March 12<sup>th</sup>. Water Operators followed up on water check reads and missed reads. Water Operators replaced 2 water meter registers and ERT's.
3. The migration from the old Itron MVRS Software and Hardware Meter Reading System to the new Itron FCS Software and Hardware System was completed and used to complete the meter reads for the April 12<sup>th</sup> monthly meter reads.
4. AC Schulte's started well redevelopment on March 1<sup>st</sup> which took 5 days to complete. Post TV Inspection was completed on March 9<sup>th</sup>. AC Schultes completed setting the new pump assembly and motor. The project was completed on April 9<sup>th</sup> when AC Schulte's completed the pump test. MSC collected 2 sets of water samples that were absent of bacteria. WUM Guyer will send the test results to ODW requesting a Certificate to Operate. MSC Lineman corrected some electrical connection issues that were found during the Motor installation.
5. Water Operators have continued with the curb box maintenance program and also using ESRI On-Line Maps to verify MSC Water Assets have been GPS located correctly.
6. Water Operators performed maintenance on the School Lane Treatment Facility overflow pipes and drainage areas including spoils removal, resetting and adding additional rip rap and rock check dams to control the water runoff.

# MUNICIPAL SERVICES COMMISSION

CITY OF NEW CASTLE, DELAWARE 19720-0208

P.O. BOX 208

<http://newcastlemsc.delaware.gov>

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## Water Department Commission Meeting Report

April 22, 2021

Prepared By: Jay Guyer on April 15, 2021

### D. Grants and State Revolving Funds

1. Water Infrastructure Advisory Council (WIAC) Grants – WUS Jaeger continues working through the process of publishing maps to ESRI On-Line to enhance the data available to Operators in Arc Field Maps. RK&K is working on a first draft of the prioritization model and will forward to WUM Guyer and WUS Jaeger for review and discussion when completed. WUM Guyer has requested a revised timeline for the project from RK&K Project Manager Bruce Jones and when a draft of the prioritization model will be forwarded.
2. WUM Guyer followed up SRF Program Administrator Sandi Spiegel requesting additional information on project qualifications for loans and grants. Ms. Spiegel provided additional information in reference to applying for the SRF loans and grants and will following up on several other inquiries in reference to loans, principle forgiveness on loans, and state grants.

### E. Capital and Operation & Maintenance Budgets

1. WUM Guyer reviewed the FYE 2021 Approved Capital Project Budget noting 2 Water Projects will be carried over into FYE 2022 that are not listed. They are as follows:

Frenchtown Road Well Motor Variable Frequency Drive (VFD) and SCADA Programming at a cost of \$15,600.00.

School Lane Well Motor Variable Frequency Drive (VFD) and SCADA Programming at a cost of \$26,000.00

These projects were delayed until the Frenchtown Road Well Rehabilitation was completed so the VFD equipment could be purchased and installed and the necessary programming could be performed at one time while using our Cross Roads Well as our supply. WUM Guyer will be moving forward with completing these 2 projects.

2. WUM Guyer reviewed the FYE 2022 Approved Capital Project Budget for Water and offers the following comments on the approved projects:

Delaware Street Railroad Crossing project has been delayed again until July 2022. Estimated cost is \$37,500.00

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Delaware Street 12" Main Extension project will be delayed as a result of the Delaware Street Railroad Crossing being delayed until July 2022. The plan was to coordinate these two projects due the closure of Delaware Street reducing traffic easing the 10<sup>th</sup> Street Crossing. Estimated cost is \$42,410.00.

Delaware Street & 6<sup>th</sup> Street paving project will now be performed by Del DOT as part of the traffic signal improvement. Estimated cost is \$42,500.00.

The 2 Delaware Street projects will be carried over and presented on the FYE 2023 Capital Budget. WUM Guyer and WUS Jaeger are reviewing alternate projects for the Water Operations. On the interim Water Operators will be dedicated to assisting the Electric Crew with the Van Dyke Village Electric Undergrounding project.

3. WUM Guyer is reviewing the FYE 2021 Water Operation & Maintenance Budget adding comments were necessary for justification of expenses.

### F. Equipment

1. Truck – 3 has been received. Tools and equipment are being installed and mounted and the truck is in service. Tag and title work will be completed when the paperwork is available from NuCar Chevrolet.

### H. Personnel and Training

1. No personnel issues to report at this time.
2. WUM, WUS, and Water Operators have attended several training webinars in reference to water operations, treatment, and safety for continuing education hours to maintain their operator licenses.

### I. Safety

1. MSC Water Operators and when requested Facility Person hold daily morning tailgate talks discussing jobs/tasks to be performed that day, potential issues or hazards to be considered, personal protective equipment to be utilized, and safety concerns.
2. A Safety Committee has been created with a representative from each department volunteering to serve. The committee members have been tasked with gathering specific information related to their positions. Scheduling of the next meeting is pending.

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3. Fork Lift Training was completed on March 26<sup>th</sup> for all Utility Building Staff.

### 3. Local, State, and Federal Agencies

#### A. WSCC - Water Supply Coordinating Council

1. The next WSCC meeting is scheduled for May 27, 2021.
2. The Drought Advisory Guidelines Sub - Committee members met virtually on March 25<sup>th</sup> discussing revisions to the Northern New Castle County Guidelines, drafting Southern New Castle County-Kent and Sussex County Guidelines, developing supplements to the Water Conditions Index, Delaware Geological Survey observation wells condition, and defining different types of drought indicators. Discussed the USDA Drought Index and including on the Drought Advisory Guidelines. The next meeting is scheduled for April 29<sup>th</sup>.

#### B. WRA – Water Resource Agency

1. WUM Guyer will resume sending weekly pump data to Jerry Kauffman of U of D.

#### C. DEWARN – Delaware Water/Wastewater Agency Response Network

1. The next DEWARN meeting is scheduled for April 20, 2021.

#### D. Water Operator Advisory Council

1. The next meeting is scheduled for June 3, 2021.

#### E. WIAC - Water Infrastructure Advisory Council

1. The next meeting is scheduled for April 21, 2021.

#### F. Miss Utility of Delmarva Monthly Meeting

1. Miss Utility issued notice that monthly meetings will resume virtually via Zoom.

### End of Report

Attachments: March 2021 Water Works Report  
March 2021 Water Outage Tracking Sheet

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March 1 - 31, 2021

Prepared By: Jay Guyer on April 15, 2021

Water Production		FT 300			Gallons
Month	Year	Raw Total Gallons	Adjusted Total Gallons		
March	2020	11,765,800	11,753,441	Raw	12,151,700
March	2021	12,151,700	12,046,878	Finished	12,046,878
	Difference	385,900	293,437	Difference	-104,822
	Percentage Difference	3.2	2.4	Percentage Difference	0.9

Well(s) in Operation	Basin Road	Frenchtown Road	School Lane	Cross Roads
Days Pumped			XXX	XXX
			9	23

Water Quality	MSC Average	Goal	Range
Average Chlorine Residual	1.29 ppm	1.00 ppm	0.90 - 1.20 ppm
Average pH	6.8	7.6	7.4 - 7.8
Average Fluoride Residual	0.75 ppm	1.00 ppm	0.80 - 1.20 ppm

# General Water System Report

Routine Bacteria Sampling (Office of Drinking Water)	# Collected Results	
	10	10
	10	Absent
	0	Present

Miss Utility Locate Requests (Water and Electric Locates)	# Received	29
	# Completed	29
	# of Damages	0

Building Permit Review	# Reviewed	31
(Water Related Conflicts)	# Approved	31
	# Not Approved	0

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**Monthly Water Outages / Interruptions Report**

**March 1 - 31, 2021**

**Prepared By: Jay Guyer on April 15, 2021**

**Planned Outage / Interruptions**

**Approximate  
Duration**

**Date      Hours / Minutes**

**No. of**

**Customers**

**Location**

**Comments**

No Planned Outages or Interruptions for the Month of March 2021.

**Unplanned Outage / Interruptions**

**Approximate  
Duration**

**Date      Hours / Minutes**

**No. of**

**Customers**

**Location**

**Comments**

No Unplanned Outages or Interruptions for the Month of March 2021.